

# VOCABULARY

**Abridged**-An edited or condensed version of a longer work.

**Almanac**-A book containing a calendar and statistics or facts related to particular dates.

**Annotation**-A brief description or evaluation of the contents of a book.

**Appendix**-Sections at the end of a non-fiction book containing pertinent information needed.

**Atlas**-A collection of maps.

**Author**-One who writes a piece of work.

**Autobiography**-A history of a person's life written by the person.

**Bibliography**-A list of "things" used to write a research paper.

**Biography**-A history of a person's life written by somebody else.

**Blurb**-Brief description of a work, usually praising highly.

**Call number**-The dewey classification number of a book, showing where it belongs in a library.

**Card Catalog**-The index of the library.

**Copyright**-Grants the author protection against reproduction of their work without written approval from the author.

**Copyright date**-Year the copyright was granted.

**Cross Reference**-Checking other subjects and terms to collect all of the information needed.

**Dewey Decimal Classification System**-A system of classifying non-fiction books according to their subjects.

**Dictionary**-A reference book that lists alphabetically the words in a language, giving a definition and pronunciation.

**Encyclopedia**-A Book or set of books in which subjects in different branches of knowledge are treated in separate articles.

**Fiction**-Imaginative or creative works.

**Glossary**-An appendix that gives definitions for words use in the work.

**Illustrator**-One who draws diagrams or pictures to explain or decorate a book.

**Index**-An appendix that alphabetically lists the subjects that can be searched on in a non-fiction work.

**Non-Fiction-Works** primarily concerned with factual material and special literary forms.  
**Periodical-Works** that are published on a regular schedule. i.e., newspapers & magazines.

**Preface**-Section in the front of a work where the author introduces themselves and explains why they wrote the work.

**Publisher**-Company responsible for the printing and distribution of a work.

**Reference book**-Any work that contains factual information.

**Subject**-What the work is about.

**Table of contents**-A page or pages at the front of a work that tells where each section of the book starts.

**Title**-Name of the piece of work.

**Title page**-Page at the front of the work listing the title, author and publisher or the work.

~~**Tracing**-Another term for cross-reference.~~

**Unabridged**-The complete version of a work.